



OJP

Violence Against Women Office

Rural Domestic Violence and Child Victimization Enforcement Grant Program

Fiscal Year 2001 Application Guidelines

LETTER OF INTENT DEADLINE:
February 21, 2001

APPLICATION DEADLINE:
March 14, 2001

Office of Justice Programs
World Wide Web Homepage:
<http://www.ojp.usdoj.gov>

Violence Against Women Office
World Wide Web Homepage:
<http://www.ojp.usdoj.gov/vawo>

How to Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

In FY 2001, all applications for OJP Program Office funding will only be accepted electronically through GMS.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS on page 1 of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

All applicants intending to apply for this funding are encouraged to **submit the non-binding letter of intent** included in Appendix D to the Office of Justice Programs' (OJP) Violence Against Women Office (VAWO) by **February 21, 2001**. This will help accommodate the volume of proposals we anticipate receiving in response to this solicitation. **You may fax the letter to VAWO at (202) 354-4140, attention: Julie Johnston.** We will use these letters to forecast the number of peer review panels needed to review competitive applications and to identify potential conflicts of interest.

Applications will be accepted immediately but must be received no later than March 14, 2001.

Please note that final applications **will only be accepted through our on-line applications system. Applications sent by fax or mail will not be accepted.**

FY 2001 Rural Domestic Violence and Child Victimization Enforcement Grant Program Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS:

See Quick-Start Guide

- G Application for Federal Assistance (SF-424)
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Project Narrative
Note: Submit online as an attachment.
- G Budget Narrative
Note: Submit online as an attachment, and include the Budget Detail Worksheet as part of the attachment.
- G Other Program Attachment
Note: Submit online as an attachment.

Step Two: Fax the following required documents:

These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to both 202/354-4140 and 202/354-4147.

Important: Please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of each document. If applicants have electronic versions of any of these documents, please submit them online as an "Other Program Attachment."

- G Memorandum of Understanding
- G Letter of nonsupplanting
- G Indirect Cost Agreements, if applicable

Due Date

All materials must be received by 5:30 pm (EST) on March 14, 2001.

Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

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Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An **online GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* and attach and upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and nonsupplantation letter) must be faxed to both (202) 354-4140 and (202) 354-4147. You must include your GMS application number and the Program title of the VAWO program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

BACKGROUND

Recognizing that abused women¹ and children living in rural America are faced with unique barriers to receiving assistance, Congress created the Rural Domestic Violence and Child Victimization Enforcement Grant Program (hereinafter referred to as the Rural Program). The Rural Program implements certain provisions of the Violence Against Women Act, passed by Congress as Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and reauthorized in the Violence Against Women Act of 2000.

Rural battered women and children face challenges not encountered by women living in urban areas. The geographic isolation and stronger social and cultural pressures in rural communities significantly compound the problems confronted by women and children seeking to end the violence. The unique circumstances of rural communities also complicate the ability of the criminal justice system to investigate and prosecute domestic violence, dating violence and child victimization cases, and they present barriers that create difficulties for victim services providers to identify and assist abused women and children.

Through the Rural Program, the Office of Justice Programs (OJP) has provided financial assistance to States, Indian tribal governments, local governments of rural States, and other public and private entities in rural States since FY 1996. The Rural Program reflects OJP's firm commitment to enhance rural communities' response to crimes of domestic violence and dating violence that are committed against women, including acts committed by a current or former intimate partner that threaten, intimidate or cause physical harm. In addition, it reflects OJP's commitment to reduce and prevent child victimization.

The primary purpose of the Rural Program is to enhance the safety of women and children by supporting projects uniquely designed to address and prevent domestic violence, dating violence and child victimization in rural America. The Program welcomes applications that propose innovative solutions to obstacles for abused women and children created by the rural nature of a particular community. Insightful partnerships, typically not found in urban settings, that may provide the only source of support for abused women and children living in rural localities are encouraged.

¹Although both women and men may be victims of domestic violence, sexual assault and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not document comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

SCOPE OF PROGRAM

The FY 2001 Rural Domestic Violence and Child Victimization Grant Program (Rural Program) provides a unique opportunity for jurisdictions to further examine and design policies and programs to address their unique social and geographic conditions. Applicants are encouraged to develop projects that address the needs of rural law enforcement and prosecution agencies, the courts, and non-profit non-governmental victim services agencies that respond to domestic violence and dating violence cases. Applicants are encouraged to create or enhance partnerships between rural justice agencies and community organizations, health care providers and businesses that promote cultural change, and policies and practices that enhance the safety of women and children and that hold offenders accountable for violent, abusive behavior.

Program Purpose Areas

The Rural Program will support projects that:

- ◆ Implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence, dating violence, and child abuse;
- ◆ Provide treatment, counseling and assistance to victims of domestic violence, dating violence, and child abuse, including in immigration matters; and
- ◆ Work in cooperation with the community to develop education and prevention strategies directed toward such issues.

Strategies to Enhance Victim Safety

In June of 2000, the National Institute of Justice in partnership with Cosmos Corporation completed the first phase of the National Evaluation of the Rural Domestic Violence and Child Victimization Grant Program. Phase I of the evaluation assessed the implementation of grant activities for 92 grantees funded in fiscal years 1996 to 1998. The process evaluation included review of grant documentation, phone interviews with rural grantees, interviews with VAWO program managers, and site visits to 16 grantee programs. The lessons learned from the National Evaluation of the Rural Program have provided insight into how rural communities are successfully implementing projects responding to domestic violence, dating violence and child victimization. To build upon this knowledge, OJP is especially interested in supporting projects that would:

- ▶ Establish safe shelter for battered women and their children in rural areas where a shelter does not currently exist, such as a safe house network or a transportation program to enable women to access a shelter in an adjacent county or state.
- ▶ Enhance the capacity of advocates for battered women to provide individual and system advocacy (i.e., efforts to improve the criminal justice or other systems' responses to victims) for women in rural, remote areas. Advocacy skills-building, training programs or mentoring activities must include participation from State or Native domestic violence coalitions or local non-profit, non-governmental organizations serving battered women. Projects must include partnerships with domestic violence programs, women's groups or community organizations that represent the views and concerns of domestic violence survivors.
- ▶ Increase the accessibility of emergency services to battered women by establishing or enhancing toll-free crisis lines, implementing cellular phone programs for victims, or creating satellite offices in more remote, rural areas.

- ▶ Create new or enhanced partnerships between non-profit, non-governmental domestic violence programs; community groups; and businesses to increase the number of individuals who are well-educated on the phenomena of domestic violence and child victimization and who can advocate on behalf of abused women and children in rural or remote areas, increasing the chances of victims receiving necessary support and services.
- ▶ Create public awareness campaigns directed toward rural communities utilizing public information vehicles (e.g., radio programming, church bulletins) available within the community to inform women of services and to promote a strong coordinated community response to domestic violence and child victimization.
- ▶ Connect regional or statewide victim advocacy programs through technology (e.g., the Internet, audio- or video-conferences, etc.) to create a rural service providers network to enhance the safety of women and children, share successful advocacy approaches and provide additional support to rural advocates and victim service providers.
- ▶ Evaluate the institutional response to domestic violence cases by conducting a Safety and Accountability Audit² of the system, i.e., a systematic method of analyzing how safety and accountability are or are not incorporated into the daily work routines of criminal justice professionals and the policies of their agencies.
- ▶ Develop partnerships between the criminal justice system, battered women's advocates and batterers' intervention programs to better facilitate offender accountability and enhance victim safety.
- ▶ Develop partnerships among child protection workers and battered women's advocates to help address the intersection of domestic violence and child abuse, and to ensure the safety of women and their children.
- ▶ Develop programs that address the impact of domestic violence on children who witness it, such as enhancing the capacity of programs that serve battered women to also serve their children; establishing a multi-disciplinary approach to working with children who witness domestic violence, which includes battered women's advocates, clinicians, law enforcement representatives, educators, and pediatricians; and facilitating supervised visitation and exchange services in child custody cases that involve domestic violence in order to prevent further traumatization of the children and abused parents.
- ▶ Develop domestic violence policies, protocols and tribal codes reflective of the rural community to be served to enhance the investigation and prosecution of incidents of domestic violence, e.g., developing a one-officer protocol. Protocols should be designed to make optimum use of all available resources within the community.
- ▶ Implement projects sensitive to the social, economic, linguistic and cultural considerations that can dramatically affect abused women's access to advocacy services and the criminal justice system by providing services to traditionally underserved populations (*e.g., women from diverse racial and ethnic populations, disabled women, elderly women, gay, lesbian, bisexual and transgendered women, and immigrant and migrant women*) in rural communities. Projects must be developed in partnership with representatives of the affected communities and tailored to respond to the needs of those specific communities.

²Pence, E. and Lizdas, K. The Duluth Safety and Accountability Audit: A Guide to Assessing Institutional Responses to Domestic Violence, 1998.

- ▶ Implement policies, protocols and practices that enhance the issuance and enforcement of civil protective orders within a single jurisdiction as well as across county, state and/or tribal jurisdictions.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Rural Program. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a battered woman to testify against her abusive partner may place her at greater risk of continuing or escalating violence. Some responses by the legal system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing any of the activities listed below:

- ◆ Offering perpetrators the option of entering pre-trial diversion programs Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.
- ◆ Mediation or counseling for couples as a systemic response to domestic violence Mediation and couples counseling imply that both parties are responsible for the violent behavior of the perpetrator or primary aggressor. It is wholly inappropriate to sanction the battered woman or hold her equally accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time leaves victims in a state of constant fear, dependency, and weakness. This power imbalance makes it nearly impossible for any agreement between the two parties to be voluntary.
- ◆ Batterer treatment programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Batterer re-education programs funded through the Rural Program must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority; for that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus only on controlling anger and impulses, managing emotions, developing communication skills and dealing with stress are not designed to hold batterers to this level of accountability.
- ◆ Procedures that would force battered women to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, battered women should always be consulted because they are the best judges of the dangerousness of their situation.
- ◆ Procedures that exclude women and their children from receiving safe shelter, advocacy services and other assistance based on their age, alienage status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children. Often victims of domestic violence are forced to choose between their older male children and receiving safe shelter due to shelter restrictions on the age of male children. Other times women are refused services if they have a criminal record or if they have been prostituted, both which may have been a result of the abuse. Victim safety is compromised when victims are excluded from services. Programs should institute policies and procedures grounded in the principle of victim safety.

ELIGIBILITY FOR FUNDS

States, Indian tribal governments, local governments of rural States, and public and private entities of rural States are eligible to apply for grants to address domestic violence and child victimization under this Program. See Violent Crime Control and Law Enforcement Act, § 40295, 42 U.S.C. § 13971 (1994).

For the purposes of this grant program, States are classified into two categories, rural States and non-rural States. The classification of a State as rural or non-rural determines the eligibility of local governments, and public or private entities within a State, to apply directly to the Office of Justice Programs for funds under this Program, and restricts the usage of program funds in non-rural States to rural jurisdictions. States may submit joint applications for projects that would be implemented in more than one State.

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency.

Rural States

For the purposes of this grant program, a *rural State* is a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997. See Violent Crime Control and Law Enforcement Act § 40295(b) (1994) (codified at 42 U.S.C. § 13971); § 1501(b) of the Omnibus Crime Control and Safe Streets Act (1968) (codified, as amended, at 42 U.S.C. § 3796bb(b)).

The following States are classified as rural for the purposes of this Program: *Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming*. Applicants within rural States that are eligible to apply for grants under this Program are the State government, local units of government, public entities and private entities.

In recognition of the unique circumstances of rural areas, public and private entities located in rural States are eligible to apply for funding and are especially encouraged to apply in partnership with non-profit, non-governmental victim advocacy or service programs. Public and private entities may include 4-H clubs, the Farm Bureau, Cooperative Extension Services, the YWCA, American Indian or Alaska Native organizations, churches, ecumenical organizations or other groups with visibility and established credibility within a community. Organizations or individuals who have regular contact with rural households (e.g., businesses, service organizations, social groups, the clergy, visiting nurses or doctors, nurse-midwives, veterinarians, or utility company employees) are also encouraged to collaborate with non-profit, non-governmental victim advocacy or service programs and law enforcement to develop innovative approaches to enhance victim safety. Organizations affiliated with educational institutions that sponsor extra-curricular activities, such as parent-teacher associations, after-school programs, recreation programs or athletic leagues, also are eligible to apply.

Non-Rural States

The only eligible applicant from a non-rural State is the State government. A non-rural State government may apply on behalf of one or more of its rural jurisdiction(s). The definition of *arural jurisdiction* within a given State is determined by the respective State government. Again, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant

funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. The following States are classified as non-rural for the purposes of this Program: *Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin*

If a State government elects to submit an application on behalf of more than one jurisdiction, the application must reflect a cohesive plan for addressing violence against women and children in the State's rural jurisdictions. This is an opportunity for non-rural States to develop and set policy for rural domestic violence and child victimization programming. Some examples of cohesive State plans include: supporting rural organizers to help establish services for victims in several rural, isolated areas of the State; funding one rural jurisdiction to develop a model rural domestic violence project for the State; supporting a Statewide initiative to enhance the response to domestic violence in underserved populations in rural jurisdictions; and developing a project to enhance the judicial response to domestic violence victims in rural and/or tribal jurisdictions.

Indian Tribes

For the purposes of this grant program, *Indian tribe* is defined as a tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Eligible applicants under this program include: an individual tribal government, a consortium of tribal governments, a tribal government on behalf of a non-tribal government, and/or an organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Eligibility Table

Within These Designated Rural States:	The Eligible Applicants Are:
Alaska, Arizona, Arkansas, Colorado Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming	1) The State 2) Local Governments 3) Public Entities 4) Private Entities
Within These Designated Non-rural States:	The Eligible Applicant Is:
Alabama, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, N. Mariana Islands, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Virgin Islands, Virginia, Washington, West Virginia, and Wisconsin	1) The State, which may apply on behalf of one or more of its rural jurisdiction(s)
Within These Indian Tribal Governments:	The Eligible Applicants Are:
Federally Recognized American Indian and Alaska Native tribal governments	1) An individual tribal government 2) A consortium of tribal governments 3) A tribal government on behalf of a non-tribal government organization 4) Other organized communities of Indians that are recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians

AVAILABILITY OF FUNDS

Congress has appropriated \$25 million for the Rural Domestic Violence and Child Victimization Enforcement Discretionary Grant Program for Fiscal Year 2001.

Award Period

The award period for these grants will be 18 months. Budgets must reflect 18 months of project activity.

Award Amount

Due to limited funding, it is unlikely that OJP will make awards in excess of \$700,000 for statewide, multi-statewide and tribal consortium projects and in excess of \$350,000 for local and tribal projects. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed prior budget amounts. OJP has the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Types of Applicants

In Fiscal Year 2001, OJP's Violence Against Women Grants Office will accept applications for the Rural Domestic Violence and Child Victimization Enforcement Grant Program from both current grantees and new applicants.

Current grantees include States, Indian tribal governments, local governments of rural States, and public and private entities of rural States that received an award through the Rural Domestic Violence and Child Victimization Enforcement Grant Program in Fiscal Year 2000 or earlier. Current grantees are eligible for continuation grants to support on-going grant activities or to enhance those activities for an extended period of time.

New applicants include any States, Indian tribal governments, local governments of rural States, and public and private entities of rural States that are not currently receiving funds through the Rural Program.

Future Funding

The Rural Domestic Violence and Child Victimization Enforcement Grant Program (Rural Program) is a discretionary grant program. There is no guarantee of continuation funding. While the Office of Justice Programs will make every effort to provide continuation funding to successful projects, grant recipients should plan for institutionalization and maintenance of project activities in the absence of continued federal support. In fiscal year 2001, all applicants are required to include a narrative of a plan describing how the costs of sustaining projects currently receiving VAWO support will be gradually absorbed by States, tribes and local communities over time.

PROGRAM GUIDELINES

Coordination with STOP Formula Grant Program and Other Federal Efforts

To ensure the consistency of State goals with respect to reducing violence against women, States are encouraged to administer this Program through the same agency that administers the STOP Violence Against Women Formula Grant funds, unless there is a compelling reason to place responsibility for rural programs with a different agency. Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices F and G, respectively.

Violence Against Women Office Technical Assistance Program

Grant recipients must agree to work closely with staff from OJP's Violence Against Women Office; Praxis International, Inc., the Rural Program Technical Assistance Project; and other OJP-designated contractors. Grant recipients will be asked to identify advocates from local domestic violence programs, law enforcement officers, prosecutors, judges and other representatives from the criminal justice system and the community to participate in institutes, workshops and other technical assistance events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities.

Coordination with Non-profit, Non-governmental Domestic Violence Victim Advocacy Programs

All applicants are required to enter into formal, respectful collaborations with non-profit, non-governmental organizations serving battered women. Community-based domestic violence victim advocates must be involved in the development and implementation of the project.

In addition, victim services programs must meet all of the following criteria in order to be eligible for funding:

- ▶ Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence or stalking.

Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation and economic control. State administrators should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.

- ▶ Victim services programs must reflect (e.g. through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault and stalking crimes.

Victim services programs must have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.

- ▶ Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, states should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have denied them access to financial resources such as family income or bank accounts.

- ▶ Victim services programs must not engage in activities that compromise victim safety.

Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.

- ▶ Victim services programs must consult and coordinate with non-profit, non-governmental victim services programs including sexual assault and domestic violence victim services programs.

Applicants must demonstrate that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs or coalitions.

Confidentiality

As a special condition of the awards, all grantees, subgrantees and their project partners must have written confidentiality policies in place prohibiting the disclosure of a victim's name, address, telephone number or any other identifying information without the prior voluntary written consent of the victim to the extent permitted by law.

Non-Rural States

If a non-rural State government elects to submit an application on behalf of one or more of its rural jurisdictions, the application must reflect a cohesive plan for addressing violence against women and children in the State's rural jurisdictions. This is an opportunity for non-rural States to develop and set policy for rural domestic violence and child victimization programming. Some examples of cohesive State plans include: supporting rural organizers to help establish services for victims in several rural, isolated areas of the State; funding one rural jurisdiction to develop a model rural domestic violence

project for the State; supporting a Statewide initiative to enhance the response to domestic violence in underserved populations in rural jurisdictions; and developing a project to enhance the judicial response to domestic violence victims in rural and/or tribal jurisdictions.

Information Collection

Grantees must collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to combat violence against women and children. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any grant-supported strategies. Data of particular interest to OJP includes, but is not limited to, increases or decreases in the number of: persons served and type of service provided, persons seeking services who could not be served, 911 calls, arrests, dual arrests, domestic violence and child abuse case prosecutions or dismissals, domestic homicides, recidivism rates, conviction rates for domestic violence and child abuse cases, and protection order violations.

ADMINISTRATIVE REQUIREMENTS

Assurances

This package includes a list of assurances that the applicant must comply with in order to receive Federal funds under this Program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

REPORTING REQUIREMENTS

Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Violence Against Women Act of 1994, program guidelines issued thereunder, or other provisions of Federal law;
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- # Filing a false certification in this application or other report or document; or
- # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPLICATION CONTENT

Under the Grants Management System (GMS), the SF-424 will be completed online; the project narrative, budget narrative, which includes the budget worksheet, and other program attachments will be submitted as online attachments; the MOU and letter of non-supplantation will be submitted by fax (or online under "other program attachments" if applicants have these documents available electronically). ***Applicants should register online at least two weeks prior to submission of their application. Applications are due by March 14, 2001.*** A fully executed application, for the purposes of this Program, must include the following:

1. **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through GMS.

The Catalog of Federal Domestic Assistance number for this Program is 16.589, and the title is Rural Domestic Violence and Child Victimization Enforcement Discretionary Grants Program (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

2. **Abstract (not to exceed one page)**

A summary describing the proposed project and how it would fit into the applicant's overall strategy to reduce rural domestic violence and child victimization should be prepared. The summary must clearly indicate in what jurisdictions the project will be implemented (grantees from non-rural States must list the rural jurisdictions in which the project will be implemented).

3. **Project Narrative**

The Project Narrative may not exceed 14 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

a. **Impact of the Project (not to exceed one page):**

This section, submitted by current Rural Program grantees, should describe the impact of the current project on your State, tribe or community, including

descriptions of systems and attitudinal changes which have occurred as a result of Violence Against Women Office grants. Please provide a description that illustrates the "before and after" impact of the existing project, including any data on how grant funds have impacted the number of victim calls, number of as well as type of services

provided to victims and their children, 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism and domestic homicide.

b. **Status of the Current Project (not to exceed two pages):**

This section, submitted by current Rural Program grantees, should describe what has been accomplished by the current project, including: 1) a list of the goals and objectives for the original project, describing the status of each; 2) the status of completion of any project products; 3) unanticipated obstacles to project implementation.

c. **Need for the Project (not to exceed one page):**

This section should briefly: 1) describe the problem to be addressed and how continuation funding would alleviate it; 2) identify the target population and state how the target population would benefit from the proposed project; and 3) describe the communities in which the project would be implemented, including location, population, and other relevant demographic information.

d. **What Will be Done (not to exceed five pages):**

This section should detail the project goals and objectives, describing the specific tasks and activities necessary for accomplishing each, and including a time frame that identifies when activities will be accomplished. Continuation grants must be based on the original project goals, objectives and activities. The applicant should describe how additional funding will continue and/or enhance the existing project. Project activities must reflect the *Rural Program Purpose Areas* as listed on page 3, and should reflect one or more of the *Strategies To Enhance Victim Safety* as listed on pages 3-5.

e. **Who Will Implement the Project (not to exceed one page):**

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced among components of the criminal justice system practitioners, domestic violence victim advocates, health care providers, child protection workers, and other community service providers. Applicants are required to coordinate in a meaningful way with domestic violence victim advocacy programs. Please refer to the victim advocacy coordination program guidelines on pages 11-13.

A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

f. **The Products (not to exceed one page):**

This section should describe the products that will be generated and how they could be used to assist other rural jurisdictions in addressing domestic violence and child victimization. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

g. **How Success Will be Measured (not to exceed one page):**

This section should describe the criteria that would be used to evaluate the project's effectiveness. It should explain how the evaluation would be conducted and identify the

specific data collection and analysis techniques to be used. The evaluation should be designed to provide an objective assessment of the effectiveness or impact of the procedures, technology, or services supported with grant funds. Whenever appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational offerings, or achievements, which could then be further refined as a result of the evaluation process.

As a special condition to the award, grantees will be required to collect and maintain data that measures the impact of the jurisdiction's current and prior efforts to combat violence against women. Specifically, OJP is seeking data that includes baseline information to illustrate the impact before and after implementation of any strategies to address domestic violence. Data of particular interest to OJP includes, but is not limited to, persons served and type of service provided, persons seeking services who could not be served, the number of 911 calls, arrests, dual arrests, prosecution and dismissal of domestic violence and child abuse cases, conviction rates, recidivism and domestic homicide.

h. Sustainability Plan

While the Office of Justice Programs will make every effort to provide continuation funding to successful projects, there is no guarantee of continuation funding. Applicants are encouraged to include a narrative of a plan describing how the costs of sustaining the proposed project will be gradually absorbed by States, tribes and local communities over time.

i. Related Federal Projects:

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other Federal agencies, each applicant must show how the proposed project would complement other initiatives supported with Federal funds. Applicants are required to provide the following information in the application:

- 1) a list of active Federal grant awards (from the Department of Justice or otherwise) already supporting this or related efforts³, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;
- 2) information on any pending application/s for Federal money for this or related efforts;
- 3) how existing efforts would be coordinated with the funding sought through this application; and

³ *Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

4) how the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively). Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

4. Budget and Budget Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Due to limited funding, it is unlikely that OJP will make awards in excess of \$700,000 for statewide, multi-statewide and tribal consortium projects and \$350,000 for local and individual tribal projects. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Continuation budgets should not greatly exceed prior budgets.

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects.

Supplemental contributions may be cash, in-kind services, or a combination of both. Any match contributions can be discussed in the project narrative, however, match contributions should not be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

All applicants are required to allocate funds (\$25,000 for statewide, multi-statewide and tribal consortium projects, and \$15,000 for local and individual tribal projects) to support travel costs associated with technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP-designated technical assistance providers. These funds are to be used *only* for OJP -designated technical assistance unless otherwise approved by the Violence Against Women Office. If awarded, VAWO will provide you with information on approved technical assistance activities.

This required amount of \$15,000 or \$25,000 should be included in the "travel" category. ***Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).*** VAWO estimates that rural grantees will attend 4 technical assistance events (3-4 people per event) at \$800-\$1,200 per person during the 18 month grant period.

Applicants are also urged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A Budget Detail Worksheet is included in this solicitation. You will submit your budget and budget narrative online as one attachment under "Budget Narrative"; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

5. **Memorandum of Understanding**

Each application must include, as an attachment, a memorandum of understanding created and signed by the chief executive officers and/or directors of: relevant criminal justice agencies participating in project development or implementation, e.g., law enforcement, prosecution, the courts, and probation; non-profit, non-governmental domestic violence victim advocacy programs, women's groups or community organizations that represent the views and concerns of domestic violence survivors; and other relevant community agencies or organizations that will collaborate to implement the project. **Note: All projects must include participation from domestic violence victim advocates.** The memorandum of understanding must:

- 1. identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- 2. specify the extent of each party's participation in developing the application;
- 3. clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- 4. indicate approval of the proposed project budget by all signing parties; and
- 5. describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the memorandum of understanding (MOU).

All MOUs must be faxed to both 202/354-4140 and 202/354-4147.

Please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under "other program attachments."

6. **Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

7. **Non-Supplantation Letter** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

The nonsupplantation letter must be faxed to both 202/354-4140 and 202/354-4147. Please include the Program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under "other program attachments."

Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process.

Signed Memoranda of Understanding and Non-Supplantation letters should be faxed to both (202) 354-4140 and 354-4147. Be sure to reference your assigned application number and the Program title on each page.

Applications will be accepted immediately, but must be received no later than March 14, 2001

SELECTION CRITERIA

All applications will be rated on the basis of the criteria set forth below:

1. The proposal demonstrates collaboration between battered women's advocates; representatives of the criminal justice system, such as law enforcement, prosecution, the courts, and probation; health care providers; and other relevant community organizations, and the proposal demonstrates the required collaboration through a memorandum of understanding (MOU). The MOU clearly defines the roles and responsibilities each organization or agency will assume to ensure success of the proposed project.
2. The project includes participation from domestic violence victim advocates and the victim service programs involved in the project meet the criteria listed on pages 11-13 of this solicitation.
3. The project demonstrates meaningful attention to the safety of victims and would hold perpetrators accountable for their criminal behavior. In addition, the project does not include any activities that may compromise victim safety, particularly those listed on pages 5-6.
4. The proposal addresses an issue that is consistent with the statutory purposes of the Rural Program, particularly if it addresses one or more of the *Strategies to Enhance Victim Safety* outlined on pages 3-5 of this solicitation.
5. The proposal clearly details the need for the project.
6. If applicable, the proposal discusses the impact of the current project, the status of the current goals and objectives and demonstrates that the implementation of the current project has progressed in a timely manner as outlined in the original proposal.
7. The soundness and innovativeness of the proposed project activities are clearly described.

8. The soundness of the planning and implementation strategy, organizational and staff capability, and general time frame are evident.
9. The budget is reasonable and relates directly to proposed project activities.
10. The proposal includes a narrative of a reasonable plan describing how the current project will be gradually absorbed by States, tribes and local communities over time.
11. The applicant is willing to share the results of the project with other jurisdictions that may be interested in initiating a similar approach.
12. Statewide projects from non-rural States reflect a cohesive plan to address domestic violence and child victimization throughout the State.

REVIEW PROCESS

OJP will establish panels of experts and practitioners to review applications. Tribal applications will be reviewed by a panel of Native experts on domestic violence and child victimization. The panels will review the information provided in the application against the selection criteria for the program. The applications that demonstrate the greatest promise for impacting the manner in which domestic violence and child victimization are addressed in rural States and communities will be reviewed by OJP staff as well. Based on these recommendations the Assistant Attorney General of the Office of Justice Programs will make the final funding decision.

APPENDIX A

Standard Application Form (SF-424)

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

APPENDIX B

Assurances & Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
13. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency:	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, <i>if known</i>:	9. Award Amount, <i>if known</i>: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subwardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX C

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
		-

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item

Computation

Cost

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Computation

Cost

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Advocate	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$	<u>\$30,000</u>
		180,000
Cost of living increase	$(\$100,000 \times 2\% \times .5\text{yr.})$	\$ 1,000
Overtime for investigator and advocate	$(\$37.5/\text{hr} \times 100 \text{ hrs} \times 2)$	\$ 7,500

The investigator and the advocate will be assigned exclusively to domestic violence unit. A half-time secretary will prepare reports and provide other support to the unit. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations.

TOTAL \$188,500

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator & Advocate		
Employer's FICA	$\$181,000 \times 7.65\%$	\$13,847
Retirement	$\$181,000 \times 6\%$	\$10,860
Health Insurance	$\$181,000 \times 12\%$	\$21,720
Workman's Compensation	$\$181,000 \times 1\%$	\$ 1,810
Unemployment Compensation	$\$181,000 \times 1\%$	\$ 1,810

Overtime		
FICA	\$7,500 x 7.65%	\$ 574
Workman's Compensation	\$7,500 x 1%	\$ 75
Unemployment Compensation	\$7,500 x 1%	\$ 75

TOTAL \$50,771

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare (\$150 x 2 people x 2 trips)		\$ 600
		Hotel (\$75/night x 2 nights x 2		
		people x 2 trips)		\$ 600
		Meals (\$35/day x 3 days x 2 people		
		x 2 trips)		\$ 420

The advocate and investigator will attend training on domestic violence and child abuse in Minneapolis in October.

\$15,000 OJP-designated Technical Assistance:

3 persons to attend 4 trainings (Locations unknown at this time.)

Airfare	(4 trips x 3 people x \$665)	\$ 7,980
Hotel	(4 trips x 3 people x \$75/night	
	X 5 nights)	\$ 4,500
Meals	(4 trips x 3 people x \$35/day	
	X 6 days)	\$ 2,520

The organization's established travel policies will be utilized.

TOTAL \$16,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 - 486 Computer w/CD ROM (\$2,000 x 3)		\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocate to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL **\$1,840**

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

TOTAL **\$0**

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal **\$4,500**

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal **\$5,400**

Contracts: Provide a description of the product or services to be procured by contract and an estimate

of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		<u>Cost</u>
Not applicable	Subtotal	<u>\$0</u>
	TOTAL	<u>\$9,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500
This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.		
Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800
	TOTAL	<u>\$13,500</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	TOTAL	<u>\$0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>188,500</u>
B. Fringe Benefits	\$ <u>50,771</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>1,840</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>13,500</u>
Total Direct Costs	\$ <u>288,131</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>288,131</u>
Federal Request	\$ <u>288,131</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX D

Letter of Intent

Letter of Intent

Dear OJP's Violence Against Women Office:

I intend to apply for funds under the Rural Domestic Violence and Child Victimization Grant Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FAX: _____

E-mail: _____

Please Mail, Email or FAX to:

Julie Johnston
Violence Against Women Office
Office of Justice Programs
810 Seventh Street, NW
Washington, DC 20531
Fax: (202) 354-4140
Email: Johnston@ojp.usdoj.gov

Please submit no later than February 21, 2001

APPENDIX E

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012

Telephone (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental
Services, Department of Finance
and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

Telephone: (501) 682-1074
FAX: (501) 682-5206
tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, California 95814

Telephone (916) 323-7480
FAX (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department

Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903

Telephone: (302) 739-3326
FAX: (302) 739-5661
fbooth@state.de.us

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. &
Development.
717 14th Street, N.W. - Suite 500
Washington, D.C. 20005

Telephone: (202) 727-6554
FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
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APPENDIX F

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Fax: (502) 564-4840

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Executive Director
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1885 Wooddale Blvd., Ste 708
Baton Rouge, LA 70806
Contact: Debbie Maggio
Phone: (504) 925-3513
Fax: (504) 925-1998

MAINE

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Acting Commissioner
Department of Public Safety
State House Station 42
Augusta, ME 04333
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Phone: (207) 877-8016
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MARYLAND

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Baltimore, MD 21286-3016
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MASSACHUSETTS

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100 Cambridge St., RM 2100
Boston, MA 02202
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Phone: (617) 727-6300
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MICHIGAN

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124 W. Allegan, Suite 1200
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Phone: (517) 373-2952
Fax: (517) 373-2963

MINNESOTA

Mary Ellison
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Minnesota Department of
Children, Families
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Office of Drug Policy and
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550 Cedar Street, Suite 409
St. Paul, MN 55101
Contact: Jeri Boisvert
Phone: (612) 296-0922
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MISSISSIPPI

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401 North West Street, 8th Flr
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Raleigh, NC 27609
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APPENDIX H

Domestic Violence Coalitions

Domestic Violence Coalitions of States and Territories

National Coalition Against Domestic Violence

P.O. Box 18749
Denver, CO 80218
Phone: 303-839-1852
FAX: 303-831-9251

National Coalition Against Domestic Violence

Policy Office
119 Constitution Avenue, NE
Washington, D.C. 20002
Phone: 202-544-7358
FAX: 202-544-7893

National Network to End Domestic Violence

666 Pennsylvania Avenue, SE,
Suite 303
Washington, DC 20003
202-543-5566

Alabama Coalition Against Domestic Violence

P.O. Box 4762
Montgomery, AL 36101
Phone: 334-832-4842
FAX: 334-832-4803

Alaska Network on Domestic Violence and Sexual Assault

130 Seward, rm 209
Juneau, Alaska 99801
(907) 586-3650
Website: www.andvsa.org

Arizona Coalition Against Domestic Violence

100 West Camelback Street,
Suite 109
Phoenix, AZ 85013
Phone: 602-279-2900
FAX: 602-279-2980

Arkansas Coalition Against Domestic Violence

#1 Sheriff Lane, Suite C
Little Rock, AR 72114
Phone: 501-812-0571
FAX: 501-812-0578

California Alliance Against Domestic Violence

926 J Street, Suite 1000
Sacramento, CA 95814
Phone: 916-444-7163
FAX: 916-444-7165

Statewide California Coalition for Battered Women

3711 Long Beach Blvd., #718
Long Beach, CA 90807
Telephone: 562/981-1202
Fax: 981-3202
Toll-free: 888/722-2952
e-mail: sccbw@sccbw.org

Colorado Domestic Violence Coalition

P.O. Box 18902
Denver, CO 80218
Phone: 303-831-9632
FAX: 303-832-7067

Connecticut Coalition Against Domestic Violence

135 Broad Street
Hartford, CT 06105
Phone: 860-524-5890
FAX: 860-249-1408

D.C. Coalition Against Domestic Violence

1532 16th Street, NW
Washington, DC 20036
Phone: 202-745-1211
FAX: 202-745-0888

Delaware Coalition Against Domestic Violence

P.O. Box 847
Wilmington, DE 19899
Phone: 302-658-2958
FAX: 302-658-5049

Georgia Advocates for Battered Women and Children

250 Georgia Avenue, S.E.,
Suite 308
Atlanta, GA 30312
Phone: 404-524-3847
FAX: 404-524-5959

Hawaii State Coalition Against Domestic Violence

98-939 Moanalua Road
Aiea, HI 96701-5012
Phone: 808-486-5072
FAX: 808-486-5169

Idaho Coalition Against Sexual and Domestic Violence

815 Park Blvd., Suite 140
Boise, ID 83712
Phone: 208-384-0419

FAX: 208-331-0687

Illinois Coalition Against Domestic Violence

801 S. 11th St.
Springfield, IL 62703
Phone: 217-789-2830
FAX: 217-789-1939

Indiana Coalition Against Domestic Violence

2511 E. 46th Street, Suite N-3
Indianapolis, IN 46205
TOLL-FREE: 800-332-7385
Phone: 317-543-3908
FAX: 317-568-4045

Iowa Coalition Against Domestic Violence

2603 Bell Avenue, Suite 100
Des Moines, IA 50321
TOLL-FREE: 800-942-0333
Phone: 515-244-8028
FAX: 515-244-7417

Kansas Coalition Against Sexual and Domestic Violence

820 S.E. Quincy, Suite 422
Topeka, KS 66612
Phone: 785-232-9784
FAX: 785-232-9937

Kentucky Domestic Violence Association

P.O. Box 356
Frankfort, KY 40602
Phone: 502-875-4132
FAX: 502-875-4268

Louisiana Coalition Against Domestic Violence

P.O. Box 77308
Baton Rouge, LA 70809-7308
Phone: 504-752-1296
FAX: 504-751-8927

Maine Coalition for Family Crisis Services

128 Main Street
Bangor, ME 04401
Phone: 207-941-1194
FAX: 207-941-2327

Maryland Network Against Domestic Violence

6911 Laurel Bowie Road,
Suite 309
Bowie, MD 20715

TOLL-FREE:
800-MD-HELPS
Phone: 301-352-4574
FAX: 301-809-0422

Massachusetts Coalition of Battered Women's Service Groups/Jane Doe Safety Fund
14 Beacon Street, Suite 507
Boston, MA 02108
Phone: 617-248-0922
FAX: 617-248-0902

Michigan Coalition Against Domestic Violence and Sexual Assault
3893 Okemos Road, Ste B2
Okemos MI 48864
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fax: 517-347-1377

Minnesota Coalition for Battered Women
450 North Syndicate Street,
Suite 122
St. Paul, MN 55104
Phone: 612-646-1109
FAX: 612-646-1527

Missouri Coalition Against Domestic Violence
415 East McCarty
Jefferson City, MO 65101
Phone: 573-634-4161
FAX: 573-636-3728

Mississippi State Coalition Against Domestic Violence
P.O. Box 4703
Jackson, MS 39296-4703
TOLL-FREE: 800-898-3234
Phone: 601-981-9196
FAX: 601-981-2501

Montana Coalition Against Domestic Violence
P.O. Box 633
Helena, MT 59624
Phone: 406-443-7794
FAX: 406-443-7818

Nebraska Domestic Violence and Sexual Assault Coalition
825 M Street, Suite 404
Lincoln, NE 68508-2253
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Phone: 402-476-6256

Nevada Network Against Domestic Violence
2100 Capurro Way, Suite E
Sparks, NV 89431

TOLL-FREE: 800-230-1955
Phone: 702-358-1171
FAX: 702-358-0546

New Hampshire Coalition Against Domestic and Sexual Violence
P.O. Box 353
Concord, NH 03302-0353
Phone: 603-224-8893
Fax: 603-228-6096

New Jersey Coalition for Battered Women
2620 Whitehorse/Hamilton
Square Road
Trenton, NJ 08690
TOLL-FREE: for Battered
Lesbians: 800-224-0211 (in NJ
only)
Phone: 609-584-8107
FAX: 609-584-9750

New Mexico State Coalition Against Domestic Violence
P.O. Box 25266
Albuquerque, NM 87125
TOLL-FREE: 800-773-3645
(in NM Only)
Phone: 505-246-9240
FAX: 505-246-9434

New York State Coalition Against Domestic Violence
79 Central Avenue
Albany, NY 12206
TOLL-FREE: 800-942-6906
Phone: 518-432-4864
FAX: 518-463-3155

North Carolina Coalition Against Domestic Violence
301 West Main Street,
Suite 350
Durham, NC 27707
Phone: 919-956-9124
FAX: 919-682-1449

North Dakota Council on Abused Women's Services State Networking Office
418 East Rosser Avenue,
Suite 320
Bismarck, ND 58501
TOLL-FREE: 800-472-2911
(In ND Only)
Phone: 701-255-6240
FAX: 701-255-1904

Ohio Domestic Violence Network
4041 North High Street,

Suite 400
Columbus, OH 43214-3247
TOLL-FREE: 800-934-9840
Phone: 614-784-0023
FAX: 614-784-0033

Oklahoma Coalition Against Domestic Violence
and Sexual Assault
2525 NW Expressway,
Suite 208
Oklahoma City, OK 73112
phone 405-848-1815
fax 405-848-3469
toll free 1-800-522-7233

Oregon Coalition Against Domestic and Sexual Violence
659 Cottage St NE
Salem, OR 97301
503-365-9644
503-566-7870 fax
ocadsv@teleport.com
www.ocadsv.com

Pennsylvania Coalition Against Domestic Violence/National Resource Center on Domestic Violence
6400 Flank Drive, Suite 1300
Harrisburg, PA 17112-2778
TOLL-FREE: 800-932-4632
Phone: 717-545-6400
FAX: 717-671-8149

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P.O. Box 1007 RMS 108
San Juan, Puerto Rico 00919
Telephone: (787) 281-7579
Tel./Fax: (787) 767-6843
Correo electronico:
pazparalamujer@yunque.net

Rhode Island Coalition Against Domestic Violence
422 Post Road, Suite 104
Warwick, RI 02888
TOLL-FREE: 800-494-8100
Phone: 401-467-9940
FAX: 401-467-9943

South Carolina Coalition Against Domestic Violence & Sexual Assault
P.O. Box 7776
Columbia, SC 29202-7776
TOLL-FREE: 800-260-9293

Phone: 803-750-1222
FAX: 803-750-1246

360/407-0760 TTY

**South Dakota Coalition
Against Domestic Violence
and Sexual Assault**

P.O. Box 141
Pierre, SD 57501
TOLL-FREE: 800-572-9196
Phone: 605-945-0869
FAX: 605-945-0870

**Tennessee Task Force Against
Domestic Violence**

P.O. Box 120972
Nashville, TN 37212
TOLL-FREE: 800-356-6767
Phone: 615-386-9406
FAX: 615-383-2967

**Texas Council on Family
Violence**

8701 North Mopac
Expressway, Suite 450
Austin, TX 78759
Phone: 512-794-1133
FAX: 512-794-1199

**Utah Domestic Violence
Advisory Council**

120 North 200 West, #319
Salt Lake City, UT 84103
TOLL-FREE in Utah:
800-897-LINK
Phone: 801-538-4635
FAX: 801-538-4016

**Vermont Network Against
Domestic Violence and Sexual
Assault**

P.O. Box 405
Montpelier, VT 05601
Phone: 802-223-1302
FAX: 802-223-6943

**Virginians Against Domestic
Violence**

2850 Sandy Bay Road, Suite
101
Williamsburg, VA 23185
TOLL-FREE: 800-838-VADV
Phone: 757-221-0990
FAX: 757-229-1553

**Washington State Coalition
Against Domestic Violence**

8645 Martin Way NE
Suite 103
Lacey, WA 98516
360/407-0756
360/407-0761 FAX

**West Virginia Coalition
Against Domestic Violence**

P.O. Box 85
181B Main Street
Sutton, WV 26601-0085
Phone: 304-965-3552
FAX: 304-765-5071
Website: www.wcadv.org

**Wisconsin Coalition Against
Domestic Violence**

1400 East Washington Avenue,
Suite 232
Madison, WI 53703-3041
Phone: 608-255-0539
FAX: 608-255-3560

**Wyoming Coalition Against
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